

## REQUIRED QUALITY MANAGEMENT SYSTEM (QMS) TRAINING FORM

After completing and signing, supervisors are to maintain this form in the Employee Performance File.

EMPLOYEE'S NAME: \_\_\_\_\_ CODE: \_\_\_\_\_

DATE OF APPOINTMENT OR REASSIGNMENT: \_\_\_\_\_

**Supervisors:** For all employees appointed on or after January 4, 1999, complete Section I. QMS-Required On-the-Job-Training (OJT) must be provided within 30 days of the employee's appointment. For any of these employees who are performing tasks under the scope of the GSFC QMS, also complete Section II.

For all employees reassigned on or after January 4, 1999, and who have been assigned new QMS-related tasks, provide and document the completion of the relevant needed training in Section I/4 and Section II. If no new QMS-related tasks have been assigned, this form is not necessary.

**Product Design Leader (PDL)/Product Manager (PM):** If any of these employees are matrixed to another organization, the PDL/PM will identify QMS-Required Task-Specific Training pertaining to the Product separately. Therefore, in Section II, only list QMS-Required Task-Specific Training that relates to the work of your organization.

SECTION I: QMS-REQUIRED OJT			
QMS-REQUIRED OJT	SUPERVISOR SIGNATURE	SUPERVISOR CODE	DATE
1. Orientation to GSFC Directives Management System			
2. The GSFC Quality Manual (GPG 1280.1)			
3. Mishap Reporting Familiarization (NPG 8621.1)			
4. Relevant Technical, Program, Project, Policy, and Procedural Instructions (e.g., NPGs, NPDs, GPGs, PGs, WIs) a. b. c. d. e. f. g. h.			
(Continue on separate sheet if necessary)			
SECTION II: QMS-REQUIRED TASK-SPECIFIC TRAINING (FOR TASKS UNDER THE SCOPE OF THE QMS)			
5. QMS-REQUIRED TASK-SPECIFIC TRAINING	SUPERVISOR OR PDL/PM SIGNATURE	SUPERVISOR OR PDL/PM CODE	DATE
a. b. c. d. e. f. g. h.			
(Continue on separate sheet if necessary)			

# REQUIRED QMS TRAINING FORM INSTRUCTIONS

## Goddard Space Flight Center

- 1. Orientation to GSFC Directives Management System:** Explain the automated technical documentation system at GSFC. Discuss methods of accessing the system and how to locate relevant documents. Also, briefly familiarize the employee with the ODIN Network Environment (formerly the Center Network Environment). You can do this by simply accessing the ODIN/CNE web-site at <http://cne.gsfc.nasa.gov>.
- 2. The GSFC Quality Manual (GPG 1280.1):** Define and outline GSFC's Quality Management System, as required by the QMS.
- 3. Mishap Reporting Familiarization (NPG 8621.1):** Review and explain the responsibilities of each employee to report mishaps.
- 4. Relevant Technical, Program, Project, Policy and Procedural Instructions:** Explain documents that are of particular relevance to organization and the employee.
- 5. QMS-Required Task-Specific Training:** Identify and document QMS-Required Task-Specific training to be obtained, e.g., NASA Space Flight Hardware Workmanship Standards -- NASA-STD- 8739.7 for Electrostatic Discharge Control, NASA-STD- 8739.3 for Soldered Electrical Connections, etc.